



State of Utah

JON M. HUNTSMAN, JR.
Governor

GARY R. HERBERT
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES

LISA-MICHELE CHURCH
Executive Director

MARK E. WARD
Deputy Director

MARIE CHRISTMAN
Deputy Director

~MEMO~

TO: DHS Executive Leadership Team

FROM: Lisa-Michele Church, Executive Director *LChurch*

DATE: December 11, 2008

RE: Mileage Reimbursement

In light of weakening state revenues brought on by the downturn in the national economy, **all** private vehicle mileage incurred beginning January 1, 2009 will be reimbursed at the rate of 36 cents per mile. DHS encourages the use of state vehicles. Vehicles will be moved from the state office to the regions to facilitate state vehicle usage. If a motor pool vehicle is not available, there is an option of obtaining a vehicle from Enterprise Car Rental.

This restriction is necessary to help protect funding for essential services to the extent possible. Please ensure all employees are aware of this change. Thank you for your assistance in implementing this directive.